

AFSC 21A4, Staff  
 AFSC 21A3, Qualified  
 AFSC 21A1, Entry

## **AIRCRAFT MAINTENANCE**

**(Changed 31 Oct 12, Effective 27 Jun 12)**

**1. Specialty Summary.** Leads, trains, and equips personnel supporting aerospace equipment sustainment and operations. Manages maintenance and modification of aircraft and associated equipment. Administers aircraft maintenance programs and resources. Directs aircraft maintenance production, staff activity, and related materiel programs. Assesses unit capability and advises senior leadership. Related DoD Occupational Groups: 240400.

### **2. Duties and Responsibilities:**

2.1. Directs aircraft maintenance mission generation and repair network activities. Maintains workforce discipline and responds to personnel issues while balancing workforce availability and skill levels with operational requirements. Works with functional managers to develop, formulate, and manage fiscal resources. Instills maintenance discipline, security awareness and force protection concepts. Ensures accuracy of documentation, i.e. aircraft forms and automated systems. Ensures adherence to technical data, policy, procedures, and safe maintenance practices.

2.2. Develops, coordinates, and executes flying and maintenance schedules. Manages aircraft configuration; daily aircraft servicing, weapons loading, launch, recovery, and repair; periodic aircraft maintenance inspections; and flightline safety and foreign object damage (FOD) prevention and dropped object programs. Manages overall aircraft fleet health and ensures aircraft availability to execute mission requirements. Analyzes aircraft maintenance indicators to identify trends and initiates corrective actions.

2.3. Directs maintenance activities that may include aircraft propulsion, pneudraulics, egress, fuel systems, electro-environmental, Precision Measurement Equipment Laboratory (PMEL) and avionic systems. Also may include management of aerospace ground equipment, structural repair, low-observable repair, corrosion control, machine, welding, inspection, aero-repair, crash, damaged, disabled aircraft recovery, non-destructive inspection, and off-equipment munitions and armament suspension equipment.

2.4. Manages quality assurance, maintenance training, budget and resource management, analysis, facilities, shared resources to include end-of-runway and weapons load training. Manages plans and programs, modifications, and modernizations requirements.

2.5. Formulates maintenance plans and policies to meet unit tasking. Assesses unit maintenance capability in support of combat related operational plans and provides inputs for capability assessments for each plan. Defines aircraft maintenance procedures and requirements in response to emergency or contingency situations.

2.6. Coordinates key core logistics requirements supporting aircraft maintenance operations. Establishes support requirements for supply requisition, repair cycle, delivery, combat support, ground and aerial port transportation, base support plans, and munitions requirements.

2.7. Directs and manages wholesale logistics life cycle sustainment support. Coordinates production schedules to include induction and selling systems. Defines technical problems and economic factors related to research and development, and system operational data to evaluate programs, assess trends, and identify improvements and deficiencies. Manages weapons system programs, funding of depot maintenance workloads, and transportation distribution systems. Manages logistics tests and evaluation on new acquisition programs and aircraft modifications.

### **3. Specialty Qualifications:**

3.1. Knowledge. The following knowledge is mandatory for award of the AFSC: maintenance and personnel management procedures, and organizational and mission requirements; capabilities, limitations, and basic operating principles of aircraft systems and components; theory of flight and airframe construction; life cycle sustainment, quality assurance; supply, transportation, logistics plans, contracting, flying operations, munitions, and other unit operations related to aircraft maintenance units.

3.2. Education. For entry into this AFSC, an undergraduate academic degree in engineering, management, industrial management, business management, logistics management, or physical sciences is desirable.

3.3. Training. For award of the 21A3, completion of an AETC in-residence Aircraft Maintenance Officer Course (AMOC) is mandatory.

3.4. Experience. For award of AFSC 21A3, a minimum of 24 months of experience managing aircraft maintenance activities is mandatory.

3.5. Other. Not used.

AFSC 21R4, Staff  
 AFSC 21R3, Qualified  
 AFSC 21R1, Entry

## LOGISTICS READINESS (Changed 31 Oct 09)

**1. Specialty Summary.** Integrates the spectrum of the logistics processes within the operational, acquisition, and wholesale environments. The major logistics processes include distribution management, materiel management and contingency operations. Directs and manages distribution management, materiel management, contingency operations, fuels management, aerial port operations, vehicle management, and acquisition/life cycle logistics management. Plans and programs logistics support for wartime requirements. Related DoD Occupational Group: 280100.

### **2. Duties and Responsibilities:**

2.1. Directs distribution management operations to include managing cargo distribution functions such as receiving, inspecting, tracing, tracking, packaging, and shipping of supplies, equipment and war readiness spares. Responsible for logistics pipeline management and time-sensitive delivery of materiel in support of peace, contingency, and wartime operations. Maintains accountability for supplies and equipment. Responsible for the safe and efficient organic ground transportation of personnel and cargo within and between installations in support of daily and contingency operations. Resolves problems related to storage, safety, and fire hazards. Manages storage space utilization and develops and maintains a storage facility and mechanized material handling equipment modernization program to include maintenance, future upgrades, and working stock requirements. Determines readiness requirements, including emergency supply support plans, tactical and strategic movement of personnel, materiel, and units. Schedules and coordinates movement of cargo, personnel, and personal property by commercial or military modes using systems which interface with defense total asset visibility systems. Uses in-transit visibility systems. Maintains liaison with US Transportation Command (USTRANSCOM), other services and federal agencies to schedule and coordinate movements of cargo and personnel. Ensures proper allocation and effective use of transportation resources. Establishes and administers an effective packaging and preservation program. Evaluates movement forecasts and flow of personnel and cargo into the transportation system, movement capabilities, and efficiency of modes used.

2.2. Directs materiel management operations such as, direction and management of retail or wholesale supply activities. Included are environmental compliance and inventory management. Determines, computes, and analyzes current and projected materiel requirements; applies authorizations and allowances; establishes and maintains stock levels; manages asset positioning; inspects, reviews, and evaluates work methods and procedures. Ensures accountability is maintained for supplies, equipment, and War Reserve Materiel (WRM). Determines effectiveness of functional data systems. Manages assigned information systems and applies approved standards and criteria to ensure proper implementation, operation, and results. Develops plans, programs, policies and procedures to manage materiel management activities, including systems design and analysis, determination and computation of requirements, plans for activation and inactivation, facility requirements, equipment allowances, and materiel accounting. Develops working capital fund operating programs and determines operating budget. Provides guidance on handling of readiness materiel stocks, including location, type of storage, protection, security, and quality control.

2.3. Directs contingency operations such as logistics planning, deployment command and control, Logistics Readiness Centers, logistics command and control, Combat Support Center activities, deployment, bed-down, and redeployment activities. Integrates Agile Combat Support planning efforts, conducts readiness assessment of logistics activities, conducts war and contingency planning, base support and expeditionary site planning, WRM management, support agreement management, manages logistics time phased force deployment data and unit type codes. Enables international theater security cooperation and interoperability, operating in coalition or Joint environments often working with contractors, host-nations, etc.

2.4. Directs fuels management operations such as environmental compliance, inventory management of ground and aviation fuels. Determines provisions, computes and analyzes current and projected petroleum requirements; computes, establishes, and maintains stock levels, manages fuel receipt from pipelines, trucks, rail cars, and marine vessels. Manages fuel dispensing systems, bulk fuel storage facilities, cryogenics productions and storage, and test and evaluation of fuel samples. Develops, plans and establishes policies and procedures to manage fuels activities, including systems design, plans for activation and inactivation, facility requirements, equipment allowances, and accounting. Interprets fuels directives. Inspects, reviews, and evaluates work methods and procedures. Resolves problems related to storage, fire hazards, and truck fill stand and aircraft refueling areas. Coordinates with commander, staff, and operating units on wartime, contingency and peacetime fuels support. Coordinates with elements of DoD and other governmental organizations to assure support to Air Force units.

2.5. Directs aerial port operations such as management of fixed and mobile air terminals through various sub-processes to include: Fleet Services, Aerial Delivery, Passenger Terminals, Freight, and the Air Terminal Operations. Coordinates contingency transportation support requirements and capabilities with other agencies using DoD and USAF logistics, transportation and In-Transit Visibility (ITV) systems. Coordinates military and commercial aircraft schedules with appropriate control and operations centers and flight line agencies using current DoD and USAF logistics, transportation and ITV systems. Evaluates movement forecast and flow of personnel and cargo into the most efficient mode of the Defense Transportation System. Collects and analyzes data on air transportation.

2.6. Directs vehicle management operations such as coordination of vehicle and equipment requirements, assignments, priorities and warranty repairs. Evaluates quality of operator care and maintenance. Determines operational requirements and specifications including reliability, maintainability and standardization for facilities, vehicles and materiel handling equipment. Develops policies and procedures for the administration of vehicle abuse and misuse programs. Collects and analyzes data on vehicle operations and maintenance.

2.7. Directs acquisition/life cycle logistics activities. Plans for and manages systems, subsystems, and equipment throughout their life cycle, including integrated logistics support activities and modernization/obsolescence planning. Develops, initiates, integrates, and manages all logistics actions associated with life cycle management of weapon systems, subsystems, and equipment. Serves as logistics focal point throughout the system's life cycle. Formulates logistics management and fiscal policy for weapon systems.

### **3. Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of the following core competencies: Distribution Management, Materiel Management, and Contingency Operations. A Logistics Readiness Officer must have a well developed knowledge of all three core competencies and a well grounded understanding of the six proficiencies: distribution management, materiel management, fuels management, contingency operations, aerial port operations, and vehicle management.

3.2. Education. For entry into this specialty, undergraduate academic specialization in logistics management, economics, management, business administration, computer science, information management systems, finance, accounting, petroleum engineering, chemical engineering, or industrial management is desirable.

3.3. Training. For award of AFSC 21R3, completion of Logistics Readiness Officer basic course (L3OBR21R1) and at least one core competency is mandatory.

3.4. Experience. For award of AFSC 21R3, the officer must gain 24 months experience in any Logistics Readiness function, with no less than 12 continuous months in one of the following competencies: Materiel Management, Contingency Operations, or Distribution Management.

**NOTE:** For ARC officers, the MAJCOM A4 may extend the required completion date when the officer cannot gain experience due to the limitations in training availability or opportunities.

AFSC 38P4, Staff  
 AFSC 38P3\*, Qualified  
 AFSC 38P1\*, Entry

**PERSONNEL**  
**(Changed 31 Oct 14, ★Effective 22 Jul 14)**

**1. Specialty Summary.** Define, develop, shape, sustain, and deliver mission-ready Airmen across the Total Force. Responsibilities include defining Air Force Manpower and Organization Requirements, managing Human Resources, managing and providing Education and Training Requirements, regenerating Airmen, feeding Airmen, developing Human Capital Strategies, applying Laws and Policies, compensating Airmen, providing Force Readiness and Quality of Service Programs, and serves as senior staff advisor to commanders. Related DoD Occupational Group: 150000, 156000, 157000, 270200, 270300, 271400, 280500.

**2. Duties and Responsibilities:**

- 2.1. Formulate personnel plans and programs and develop policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals.
- 2.2. Participate in total force adaptive planning and execution in support of combatant commanders from peacetime through mobilization, contingency operations and demobilization. Access manpower, personnel, and equipment availability for UTC posturing and management.
- 2.3. Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition.
- 2.4. Determine Total Force manpower requirements across the spectrum of Air Force capabilities. Employ industrial and management engineering methodologies to develop manpower determinants and standards. Manage allocation of military and civilian resources through execution and management of the UMD. Conduct management advisory studies.
- 2.5. Develop, test, evaluate, and maintain Air Force recognized organization structure. Analyze and process organization change actions to activate, inactivate, redesignate, and reorganize unit structures.
- 2.6. Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance.
- 2.7. Oversee and conduct strategic sourcing studies.
- 2.8. Develop and execute the full spectrum of total force personnel programs to accomplish accession planning and processing, classification and utilization, promotion, recognition, evaluation, reenlistment, assignment action, retraining, retirement, disciplinary, force development and force shaping programs.
- 2.9. Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries.
- 2.10. Manages equal opportunity and sexual assault prevention and response programs. Assess and advise commanders at all levels on the human relations environment. Provide counseling, education, and complaint processing.
- 2.11. Leads and supervises contingency training and operations with an emphasis on specific capabilities and processes focused on expeditionary organizations and command relationships, feeding operations, lodgment of forces, mortuary affairs, casualty reporting, force accountability, fitness, recreation, learning resource centers, protocol, and NAF resale operations for both peace and wartime operations.
- 2.12. Develop and administer fitness programs designed to keep the Total Force fit and regenerate Airman and families.
- 2.13. Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force.
- 2.14. Lead Quality of Service programs and business operations. Establish and maintain sound appropriated and nonappropriated fund financial and corporate standards with internal controls. Establish short- and long-range plans to include growth and facility/equipment improvement and/or replacement.
- 2.15. Develop, administer, and monitor Airman and Family Programs ensuring compliance with policies and standards.
- 2.16. Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

**★3. Specialty Qualifications:**

3.1. Knowledge. Knowledge of the following core competencies is mandatory: Force Development, Career Development, Force Management, Civilian Employee Management, Requirements Determination, Organization Principles, Performance Management, Manpower Resource Allocation, Customer Support, Readiness, Food Operations, Fitness Operations, Lodging Operations, Recreation, Protocol, Resource Management, Mortuary Affairs, Casualty, SAPR, EO, Resiliency and Quality of Service Programs.

3.2. Education.

3.2.1. For entry into 38P1: see [Appendix A, Paragraph 4, 38P CIP Education Matrix.](#)

- 3.2.2. For entry into 38P1A. Undergraduate degree in mathematics, industrial engineering, management engineering, or operations research and analysis is mandatory.
- 3.3. Training. For award of AFSC 38P3, completion of the Personnel Officer Initial Skills Training (IST) Course including Officer Field Education (OFE) is mandatory.
- 3.4. Experience. For award of AFSC 38P3, a minimum of 24 months of experience is mandatory.
- 3.5. Other. Not used.

#### 4. \*Specialty Shredouts

<i>Suffix</i>	<i>Portion of AFS to Which Related</i>
A.....	Analyst
Q.....	Section Commander

**NOTE:** Unit Section Commander Positions and personnel will be identified with the C Prefix along with the Q suffix (C38P1Q/3Q).